

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: MARCH 4, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS STRAINER
GIRARD
STEC
TAYLOR
BENTLEY

COMMITTEE MEMBER ABSENT:

SUPERVISORS VANNESS
SOKOL

OTHERS PRESENT:

CANDACE KELLY, DIRECTOR, OFFICE FOR THE AGING
CHRISTIE SABO, FISCAL MANAGER, OFFICE FOR THE AGING
WILLIAM RESSE, DIRECTOR, EMPLOYMENT & TRAINING
SHARON SANO, SENIOR COUNSELOR OF EMPLOYMENT &
TRAINING
MARGARET SING-SMITH, DIRECTOR, YOUTH BUREAU
DENISE DiRESTA, DIRECTOR OF VETERANS' SERVICES
FREDERICK MONROE, CHAIRMAN
PAUL DUSEK, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR PITKIN
SUPERVISOR LOEB
SUPERVISOR THOMAS
SUPERVISOR KENNY
SUPERVISOR MCCOY
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Strainer called the meeting of the Human Services Committee to order at 9:35 a.m.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to approve the minutes of the January 29, 2010 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Bill Resse, Director of the Employment and Training Administration (ETA), who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Mr. Resse presented a request for a transfer of various Federal Workforce Investment Act (WIA) incentive grant funds in the amount of \$21,900, to align the 2010 budget with grant transfers.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to approve the request to transfer funds as outlined above and to refer same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

Mr. Resse requested to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$1,032 to reflect the receipt of Federal Grant funds

Motion was made by Mr. Girard, seconded by Mr. Stec and carried unanimously to approve the request to amend the 2010 County budget as outlined above and to refer same to the Finance Committee. *A copy of the request to Amend the County budget is on file with the minutes.*

Mr. Resse presented a request to extend the lease with the New York State Department of Labor (NYS DOL), at an annual rate of \$42,869 for office space, which reflected a \$2,794 increase. Mr. Resse explained that the State had

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absorbed the entire increase for 2007 through 2009; therefore, he said, it would be reasonable for the County to accept the renewal at the increased rate indicated above.

Motion was made by Mr. Girard, seconded by Mr. Stec and carried unanimously to approve the request to extend the lease agreement with the NYS DOL as outlined above and the necessary resolution was authorized for the March 19, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Addressing Agenda Item 3, Mr. Resse reported positive news regarding the funding outlook. He stated that the preliminary figures reflected an 80% (approximately \$80,000) increase for Adult programs, a 70% (approximately \$70,000-\$80,000) increase for Youth programs, and a negligible increase of approximately \$2,000 for the Dislocated Worker Program, the largest of the three. He noted that the period of review which determined the funding need was between one to two years ago.

Mr. Taylor entered the meeting at 9:39 a.m.

Chairman Monroe asked the reasoning behind the increases in funding and Mr. Resse stated that timing was a factor relative to the period of review, and other factors included the unemployment figures and the population of economically disadvantaged individuals.

A discussion ensued and Mr. Resse expressed that he remained hopeful that funding for the Summer Youth Employment Program would be restored.

The Annual Job Discovery, Mr. Resse reported, would be held on March 18, 2010 at Adirondack Community College from 10:00 a.m. to 5:00 p.m. He noted that this year's event would convey a career fair emphasis in light of the altered state of the economy which effected the number of employment opportunities.

Regarding his position, Mr. Resse apprised that a summary of duties as part-time Director was included in the agenda. He informed that he had retained the key fiscal and administrative management duties, as well as tri-County collaborative efforts and WIB projects. He noted that the management team which included Sharon Sano, Senior Employment Counselor, was responsible for the Center's overall activities, workflow and customer service.

Concluding his agenda review, Mr. Resse stated that the NYS Labor Commissioner had visited his Office yesterday. He also reported that a Global Foundries press conference was held yesterday which included key attendees and speakers such as the Labor Commissioner, WIB members and the WIB Chairwoman. He said that the NYS DOL had funded some activities relative to the Center for Economic Growth (CEG), advanced manufacturing and STEM (Science-Technology-Engineering-Math) programs, and he noted there were some youth and adult program grants which pertained to workforce development.

Mr. Resse announced a Career/Job Fair preparatory event scheduled for next week in an effort to enhance overall benefits for attendees. He reported that an offer had been received from the DOL for video conferencing equipment to be used at the One-Stop Centers throughout New York State for training, meetings and workshops.

Sharon Sano, Senior Employment Counselor, noted that 80% of the funds earned by youth through the Temporary Assistance to Needy Families (TANF) and Stimulus funds were spent in New York State, and a good majority of same was spent in Warren County, she noted.

Offering some statistics, Mrs. Sano reported that last year there were over 16,000 work hours completed by youth in

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Warren County to the credit of TANF program funding. She reported that statistics showed that young women who were employed in the summer were less likely to become pregnant and boys were less likely to become involved in drugs and crime.

Mr. Resse reported level discretionary TANF funding and encouraged the County to support the reinstatement of those funds. He referenced a shift in Federal level programming priorities which occurred ten years ago; thereby raising the priority level of the Summer Youth Employment Program. Mr. Loeb noted that such employment for youth had a positive, long term effect on their future retirement benefits.

This concluded the Employment and Training portion of the Committee meeting and privilege of the floor was extended to Margaret Sing-Smith, Director of the Youth Bureau, who presented a request for a transfer of funds in the amount of \$19,853, for the full-time administrative assistant who was employed part-time for another Department.

Motion was made by Mr. Stec, seconded by Mr. Bentley and carried unanimously to approve the request to transfer funds as outlined above and to refer same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

This concluded the Youth Bureau portion of the Human Services Committee meeting. Commencing the Office for the Aging (OFA) portion of the meeting, Mr. Strainer apprised that interviews for the Director position had been conducted and Christie Sabo was selected for the position of Director of the Office for the Aging, base salary of \$52,000, to serve at the pleasure of the Board, effective March 1, 2010, due to retirement.

Motion was made by Mr. Bentley, seconded by Mr. Girard and carried unanimously to appoint Christie Sabo as Director of the Office for the Aging as outlined above and to refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Strainer congratulated Mrs. Sabo on her promotion.

Mrs. Sabo presented a request for approval to retain the services of Candace Kelly as a Consultant on a part-time per diem basis, from March 1, 2010 through March 31, 2010, for training. Joan Sady, Clerk of the Board, stated that a wage calculation would be made using Mrs. Kelly's base salary.

Motion was made by Mr. Stec, seconded by Mr. Bentley and carried unanimously to approve the request to employ Mrs. Kelly on a per diem basis as outlined above and to refer same to the Personnel Committee. *A copy of the resolution request is on file with the minutes.*

Mrs. Sabo presented a request to fill the vacant position of Fiscal Manager, base salary of \$47,935, Employee No. 11112, due to promotion.

A discussion ensued with regard to the salary range for the Fiscal Manager position. Mr. Strainer confirmed that there was an active list of eligible candidates for the position and summarized that the issue pertained to how the salary and duties compared to other like positions within Warren County while acknowledging budgetary limitations. Mrs. Sady stated that the request could be approved by the Committee and referred to the Labor Management Committee. Mr. Stec advised that the item be postponed until Mrs. Sady obtained additional information regarding the salary range for the position.

Mrs. Sabo presented a request for a new contract with William Lane Associates, LLC, for the Health Insurance

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Information Counseling and Assistance Program (HIICAP) with additional grant funds for the State Fiscal Year, for the contract period April 1, 2010 through March 31, 2011, for a total amount not to exceed \$8,950.

Motion was made by Mr. Stec, seconded by Mr. Girard and carried unanimously to approve the request for a contract as outlined above and the necessary resolution was authorized for the March 19, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Sabo presented a request for a new contract with William Lane Associates, LLC, Caregiver Services Programs with funds from the NY Connects Program, for the period April 1, 2010 through September 30, 2010, for a total amount not to exceed \$6,496.

Motion was made by Mr. Stec, seconded by Mr. Girard and carried unanimously to approve the request for a contract as outlined above and the necessary resolution was authorized for the March 19, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Sabo presented a request to amend the contract with the Greater Adirondack Home Health Aides to handle all Expanded In Home Service for the Elderly (EISEP), including case management, for the period from April 1, 2010 through March 31, 2011, with no budget impact.

Motion was made by Mr. Girard, seconded by Mr. Bentley and carried unanimously to approve the request to amend the contract with the Greater Adirondack Home Health Aides as outlined above, and the necessary resolution was authorized for the March 19, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Sabo presented a request to extend the contract with Catherine Keating-Stauch to provide registered dietician services, for the period from May 1, 2010 through April 30, 2011, for a total amount not to exceed \$25,300.

Motion was made by Mr. Girard, seconded by Mr. Bentley and carried unanimously to approve the request to extend the contract with Catherine Keating-Stauch as outlined above and the necessary resolution was authorized for the March 19, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Sabo presented a request for a transfer of funds within various Supplemental Nutrition Assistance Program (SNAP) and Nutrition Codes to the Equipment Code, to replace meal site equipment that was no longer repairable, for a total amount of \$4,250. Mrs. Sabo apprised that the equipment included a milk cooler for exclusive use at The Cedars, and a freezer for general use.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to approve the request to transfer funds as outlined above and to refer same to the Finance Committee. *A copy of the request to transfer funds is on file with the minutes.*

The next item presented by Mrs. Sabo was a request to amend the 2010 County budget to increase revenues and appropriations in the amount of \$9,153 for HIICAP programs.

Motion was made by Mr. Bentley, seconded by Mr. Stec and carried unanimously to approve the request to amend the 2010 County budget as outlined above and to refer same to the Finance Committee. *A copy of the request to Amend the County Budget is on file with the minutes.*

The final item was a request from Mrs. Sabo for permission to host the mandatory semi-annual Meal Site Staff

Training to be held on March 26, 2010, for a total cost of \$240 for refreshments.

It was consensus of the Committee to approve the request to host the mandated staff training as outlined above. *A copy of the Request to Host Meeting or Conference is on file with the minutes.*

Relative to prior discussion regarding the salary range for the Fiscal Manager position, Mrs. Sady confirmed that when the examination was advertised, the salary was listed as \$47,935. She further stated that positions outside of the bargaining unit allowed for salary adjustments; however, she stated, Kathy Barrie, Personnel Officer, cautioned that a change in salary could be in violation of Fair Labor Standards due to the fact that the duties of the OFA Fiscal Manager were similar to others with the same title who might then be paid a higher salary. She said that the individuals on the current active eligible list would be notified of any changes subsequent to the original posting.

A discussion ensued and Mr. Dusek recommended that due to the uncertainty surrounding the appropriate compensation for the position, that a reclassification of the position be carried out under Civil Service law; thereby reestablishing the appropriate criteria for the position. He acknowledged Mrs. Barrie's concern and further suggested that different levels for the position could be established, which should commence via collaboration with Civil Service. Mrs. Sabo enumerated the complex time and labor intensive tasks required of the Fiscal Manager of the OFA which included but were not limited to, the management of cash flow procedures, oversight of fifty-six contracts, daily accounts payable functions, State Aid claims, budgets and quarterly reports.

Responding to Mr. Taylor, Mrs. Sady informed that approximately two years ago the duty statements for the five positions of Fiscal Manager in Warren County were reviewed, as a result of a discrepancy which had been identified whereby three were set at one base salary, with the other two slightly higher due to more complex fiscal duties.

Mr. Dusek summarized the issue into three steps, the first was the need for a salary range which, he stated, was not typical at the County; the second was to determine the level of complexity of the work performed relative to salary; and the third was to decide if reclassification was appropriate. He asserted that there was a time requirement for such a process and he recommended that the entire County system be made consistent for all positions in consideration of established guidelines in order to avoid future issues. He further suggested that a complete review of all positions could be conducted; thereby preparing a framework from which to proceed with all future vacancies. With time restraints, he said, it may be in the best interest of the Department to accept the current established salary. Mr. Bentley reiterated that a review was conducted two years ago whereby the salary listed for the Fiscal Manager was established. Mrs. Sady apprised that she had spoken with the Personnel Officer who had compared the job duties of Fiscal Manager in the OFA to that of Senior Account Clerk and had indicated that the OFA position duties were significantly more complex. Therefore, she said, they concurred that the present salary of \$47,935 was appropriate.

Motion was made by Mr. Stec, seconded by Mr. Girard and carried unanimously to approve the request to fill the position of Fiscal Manager as outlined above and to refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the agenda.*

This concluded the Office for the Aging's portion of the Human Services Committee meeting and privilege of the floor was extended to Denise DiResta, Director of Veterans' Services, who distributed copies of her agenda, a copy of which is on file with the minutes.

Ms. DiResta expressed appreciation to the Committee for the Office support received from Maggie Cafaro, who had volunteered to assist with the phones and filing in the Veterans' Services Office. Ms. DiResta informed that she had met with Mrs. Barrie to review a job description for an administrative support position in the Veterans' Services

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Office, which was one grade lower than the formerly abolished position, for possible future consideration. Mr. Strainer noted that funds would need to be identified in order to place temporary part-time staff in the Office and Mrs. Sady advised that Contingent Funds could be used. She reported that the Personnel Officer had advised against a floater position as per Civil Service guidelines, and recommended consideration of a temporary (3-month), part-time position. Mr. Thomas added that the floater position was not endorsed by the Personnel Committee. Mr. Strainer reiterated that full consideration be given to the part-time 3-month temporary position for which Human Resources and Civil Service had conferred. Mr. Stec asked if the Town of Queensbury could share a staff member, and if an inter-municipal agreement would be necessary. Mr. Dusek stated that it was possible; however, he said, it must be defined as a Town purpose. Mr. Strainer reiterated that the 3-month temporary position would provide a temporary solution to a permanent problem, allowing time for further evaluation and progress.

Motion was made by Mr. Girard, seconded by Mr. Stec and carried unanimously to authorize the creation of a part-time temporary staff member for a 3-month period to assist the Director in the Veterans' Services Office, and to refer same to the Personnel Committee.

Ms. DiResta requested permission to attend the Advanced American Legion Training to be held from September 20 through 24, 2010, in Syracuse, NY, at a room rate of \$94 per night, and a per diem meal cost of \$56. She noted the cost of the conference was in the budget for the department.

Motion was made by Mr. Girard, seconded by Mr. Stec and carried unanimously to approve the request for travel as outlined above. *A copy of the Request to Attend meeting or Convention is on file with the minutes.*

There being no further business to come before the Human Services Committee, on motion by Mr. Stec and seconded by Mr. Bentley, Mr. Strainer adjourned the meeting at 10:49 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist